

**CONFIDENTIAL**

MHQ File

MHQ-6070/86  
19 June 1986

MEMORANDUM FOR: See Distribution

FROM:

 Chief, Executive and Planning Staff

25X1

SUBJECT:

Representational Funds 

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REFERENCE:

MHQ-1193, dtd 22 Dec 1981, Same Subject

1. Your bureau/unit is authorized \$\_\_\_\_\_ in representational funds for FY 1986 under the guidelines of MHQ-1193, paragraph 2.

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2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts.

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3. Do not exceed your representational allotment prior to advising E&PS. This is a fixed amount per fiscal year and we can only increase a bureau's allotment by adjustments in Headquarters.

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4. While expenditures of \$50 or less from the DCI fund (which is separate from FBIS representational funds) do not require prior approval, I recommend that you alert E&PS in advance of such expenditures, if time permits.

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